

## MILPERSMAN 1320-304

### PREPARATION OF PERMANENT CHANGE OF STATION TRANSFER ORDER (PCSTO)

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

References	(a) BUPERSINST 7040.6
	(b) BUPERSINST 7040.7

1. Detailed Composition of the Enlisted Permanent Change of Station Transfer Order (PCSTO). See Exhibit 1 for a sample PCSTO order. The composition is as follows:

a. **Header Section**

(1) For **message orders** the header consists of the complete list of Plain Language Addresses (PLADS) for the action and information addresses of the order, and the standard message classification line.

FROM: COMNAVPERSCOM MILLINGTON TN  
TO: PERSUPP DET CRYSTAL CITY WASHINGTON DC  
INFO: PERSUPP DET BETHESDA MD  
  
UNCLAS //NO1306//

(2) For **letter orders** the header consists of the issuing command's letterhead, the appropriate Standard Subject Identification Code (SSIC), issuing detailer's organization code, issuing date, and a complete mailing address for the activity receiving the order.

DEPARTMENT OF THE NAVY Navy Personnel Command 5720 Integrity Drive Millington, TN 38055-0402		1306 PERS-402B 17 Mar 2007
To:	Officer In Charge, Personnel Support Detachment, Crystal City Cm 3, Room 100, Washington, DC 20371-5000	

b. **Subject Line.** The order number, containing the issuing authority's short title, the julian date, order modification number (if any), last four numbers of member's social security number (XXX-XX-0000), member's rate, and the desk code of the detailer issuing the order.

SUBJ: NAVPERSCOM ORDER: 1287-XXX-XX-0000/AD1 (PERS-404DG)  
CHANGE DUTY ORDERS FOR SAILOR, JON Q

c. **Detaching Activity Section.** This will identify the name of the command, its location or homeport, the type of duty, and the directed date from which member is being detached. Specific instructions to the member or the activity from which member is detaching will follow the formatted information and will end this section.

WHEN DIRECTED DETACH IN AUG 07	EDD: AUG 07
FROM T-ARC A J MEYER MILDEPT	UIC: 42031
HOMEPORT OAKLAND CA	
FROM DUTY	ACC: 100
PERSONNEL ACCOUNTING SUPPORT: COMSC PAC	UIC: 62383

d. **Intermediate Activity Section.** Identifies each activity to which the member is to report for temporary duty (TEM DU) or temporary duty under instruction (TEM DUINS) en route to the ultimate duty station. Reporting dates, command name, location and UIC, the type of duty reporting for, the accounting category code (ACC), the total duration (in days) of the TEM DU, the detaching instructions and an identification of the activity providing personnel accounting support will be displayed. The information displayed will include duration of the course (in days), course name, class number, convening and graduation dates, and the course data processing (CDP) code.

RPT NET 16 AUG 07 BUT NLT 17 AUG 07	
TO NUCWEAPTRAGRLANT	UIC 63007
LOCATION: NORFOLK VA	
FOR TEMDUINS	ACC: 341
FOR APPROX 66 DAYS	

e. **Order Class Format.** Is as follows:

TO ATTEND NAWA SUPVR CLASS: 8504  
CONV: 18 AUG 07 GRAD: 24 OCT 07 ENEC: 0926  
CDP: 5746  
  
PERSONNEL ACCOUNTING SUPPORT: PSD NAVSTA NORFOLK VA UIC 42574  
  
UPON COMPLETION OF TEMDUINS AND WHEN DIRECTED, DETACH EDD OCT 07

**f. Ultimate Activity Section.** Consists of the date to report for duty; the command's name, location, and UIC; the type duty reporting for; assigned rate and NEC's; the ACC; and the member's new projected rotation date (PRD).

REPORT NOT LATER THAN 24 SEP 07 EDA: 24 SEP 07  
TO NAVCAMS WESTPAC GUAM UIC: 70243  
PERMANENT DUTY STATION FINEGAYAN GUAM  
FOR DUTY ACC: 100  
TYPE DUTY SEA/ShORE CODE SSC 3  
ASSIGNED RATE AD1 PNEC 6401 DNEC: 8327 PRD: 1007  
PERSONNEL ACCOUNTING SUPPORT: PERSUPP DET NAVCAMS WESTPAC UIC: 43463

**g. Accounting Data Section:** See references (a) and (b) for further information regarding accounting data:

(1) Customer Identification Code (CIC).

(2) Military Personnel, Navy (MPN) or Reserve Personnel, Navy (RPN) line of accounting data against which expenditures for household goods shipments, mileage, and TEMDU per diem is to be charged.

(3) Operation and Maintenance, Navy (O&MN) line(s) of accounting data against which TEMDUINS per diem is to be charged. Separate O&MN lines will be printed for each fiscal year TEMDUINS is chargeable.

(4) Orders issued as a letter of intent will contain accounting data.

CIC: ALMH7153  
PCS ACCOUNTING DATA:  
NMH7 1771453.2253 G 000022 AL MH71 1/S/3 MH7000000000

h. **Special Instructions.** Contains information of a directive or advisory nature that does not pertain to any of the other sections described above.

i. **Master Record Data.** Displays various items of information about the member as found on the Enlisted/Officer Master Record.

PEBD:	17 DEC 75	DESIG:	PNEC	6401	--SCHOOL--	--CAREER HISTORY--					
ADBD:	03 SEP 76	SEX:	M	SNEC	8327	DATE	CRS	MO	S/S	LOC	TYPE
EAOS:	23 JAN 04			TNEC		AUG 82	472S	00	3	OKI	10870
EXT SCH:		DEP-P:	3	QANEC		AUG 82	032H	00	6	WLB	11089
EXT OTH:		DEP-S:	0	QINEC		MAY 82	4010	00			
EXT INV:		LIMDU:		EDUC:	12	NOV 78	472N	CADD			
SEC:	K	DATE:	10 APR 78	BIRTH:	15 JUN 57						
TEST ID:	A7	GCT/WK:	54	ARI/AR:	57	MECH:	49	CLER:	45		

j. **"Copy to" Information.** Contains the names/desk codes of NAVPERSCOM that have been designated by the order writer to receive a copy of the order. These "copy to" entries will be in addition to those automatically included on the order's distribution. The "copy to" section will print on letters only, not on message orders.

PERS-404DG4
PERS-40BB

EXHIBIT 1

SAMPLE PERMANENT CHANGE OF STATION TRANSFER ORDER

DEPARTMENT OF DEFENSE  
NAVY PERSONNEL COMMAND  
MILLINGTON, TN 38054

ORIGINAL  
NAVPERSCOM-404DG

12 MAY 2007

TO: COMMANDER  
MILITARY SEALIFT COMMAND PAC  
NAVAL SUPPLY CENTER  
OAKLAND, CA 94625-5010

SUBJ: COMNAVPERSCOM ORDER: 2128 XXX-XX-0000/AD1 (NAVPERSCOM-404DG)  
CHANGE DUTY ORDER FOR  
SAILOR JON Q, USN

\*\*\*\*\* DETACHING ACTIVITY INFORMATION \*\*\*\*\*

WHEN DIRECTED DETACH IN MAY 07  
FROM T-ARC 6 A J MYER MILDEPT  
HOMEPORT: OAKLAND, CA  
FROM DUTY:

EDD: MAY 07  
UIC: 42031  
ACC: 100

PERSONNEL ACCOUNTING SUPPORT: COMSC PAC

UIC: 62383

PERMANENT CHANGE OF STATION (PCS) TRAVEL INFORMATION. COMMANDS DETACHING PERSONNEL FROM PERMANENT ASSIGNMENTS ARE RESPONSIBLE FOR ENSURING THAT PERSONNEL EXECUTING PERMANENT CHANGE OF STATION ORDERS COMPLETE NAVPERS 7041/1 (REV. 12-92), FINANCIAL MANAGEMENT-PCS TRAVEL FORMS AUTHORIZATION REQUIRED BY BUPERSINST 7040.6 AND 7040.7. THE PASS/PERSONNEL SERVICING OFFICE WILL SUBMIT THE COMPLETED TRAVEL INFORMATION FORM TO: DIRECTOR, PERMANENT CHANGE OF STATION VARIANCE COMPONENT, 1240 EAST 9TH STREET SUITE 967, CLEVELAND, OH 44199-2088. PASS/PERSONNEL SERVICING OFFICES WILL PROVIDE NECESSARY FORMS AND COUNSELING DURING CHECK-OUT PROCEDURES FOR DETACHING PERSONNEL AND WILL ENSURE ACCURATE AND TIMELY SUBMISSION OF TRAVEL INFORMATION.

EXECUTION OF THESE ORDERS REQUIRES SATISFACTORY COMPLETION OF ALL OVERSEAS SCREENING REQUIREMENTS PER MILPERSMAN 1300-300 THROUGH 1300-316 WITHIN 30 DAYS OF RECEIPT OF THIS DIRECTIVE. FORWARD CERTIFICATION OF SUITABILITY/ UNSUITABILITY BY MESSAGE TO COMNAVPERSCOM (PERS-40/451). USE STANDARD SUBJECT IDENTIFICATION CODE.

EXHIBIT 1 (Continued)

SUBJ: COMNAVPERSCOM ORDER: 2128 000-00-000/AD1 (PERS-404DG)  
CHANGE DUTY ORDERS FOR  
SAILOR JON Q, USN

N01300 AND SUBJECT "OVERSEAS SCREEN CERTIFICATION IN THE CASE OF (NAME, RATE, AND SSN)" IN MESSAGE. DO NOT TRANSFER PRIOR TO SUBMISSION OF SCREENING CERTIFICATE TO COMNAVPERSCOM.

NOTE: PERSONNEL ORDERED TO COMMIDEASTFOR FLAG SHIP/BAHRAIN MAY HAVE HOMEPORT SHOWING ON ASSIGNMENT DOCUMENT AS NORFOLK VA (FNO); HOWEVER, THEY DO REQUIRE OVERSEAS SCREENING.

\*\*\*\*\* ULTIMATE ACTIVITY \*\*\*\*\*

REPORT NOT LATER THAN 24 SEP 07 EDA: 24 SEP 07  
TO NAVCAMS WESTPAC GUAM UIC: 70243  
PERMANENT DUTY STATION FINEGAYAN, GUAM  
FOR DUTY ACC: 100  
ASSIGNED RATE: AD1 DNEC1: 6401 DNEC2: 8327 PRD: 1007

PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET NAVCAMS WESTPAC UIC: 43463

THE PORT CALL WILL CANCEL THE REPORT NOT LATER THAN DATE INCLUDED HEREIN AND SHALL CONSTITUTE SPECIFIC DATE MEMBER IS TO REPORT FOR TRANSPORTATION.

\*\*\*\*\* ACCOUNTING DATA \*\*\*\*\*

CIC: ALMH71S3  
PCS ACCOUNTING DATA:  
NMH7 17714533.2253 G 000022 AL MH7/1/S/3 MGH7000000000

\*\*\*\*\* ENLISTED MASTER RECORD DATA \*\*\*\*\*

PEBD: 17 DEC 75 DESIG: PNEC 6401 -- SCHOOL -- -CAREER HISTORY  
ABDB: 03 SEP 76 SEX: M SNEC 8327 DATE COURSE MO S/S LOC TYPE  
EAOS: 23 JAN 04 TNEC AUG 82 472S 00 3 OKI 10870  
EXT-SCH: DEP-P: 3 QANEC AUG 83 032H 00 6 WLB 11089  
EXT-OTH: DEP-P: 0 QANEC AUG 82 032H 00 EXT-INV:  
EXT-INV: LIMDU: EDUC: 12 MAY 82 4010  
CADD: NOV 78 472N  
SEC: K DATE: 10 APR 78 BIRTH: 15 JUN 57  
TEST ID: A7 GCT/WK: 54 ARI/AR: 57 MECH: 49 CLER:

\*\*\*\*\* COPY TO INFORMATION \*\*\*\*\*

PERS-404DG4  
PERS-40BB